

<b>Table B-1</b>			
<b>User Level</b>			
<b>Regulatory Requirement</b>	<b>Administrative Procedures</b>	<b>Reference</b>	<b>Frequency</b>
<b>A. General</b>			
1. When regulatory guidance is not clear, request clarification.	Send requests through command channels per AR 710-2.	AR 710-2 (1-10)	As needed
2. Deviation from supply policy requires approval from HQDA.	Send requests through command channels to Director, U.S. Army Logistics Integration Agency, ATTN: LOIA-LM, 54 M Avenue, Suite 4, New Cumberland, PA 17070-5007.	AR 710-2 (1-10), AR 735-5 (8-2)	As needed
3. Identify and report supply constraints.	Supply constraints are prepared and forwarded through command channels per AR 725-50.	AR 710-2 (1-12).	Within 2 work days when submission of request is curtailed or limited for any reason.
4. Implement the Hazardous Materials Management Program.	The use of HAZMATs will be minimized or controlled to decrease hazards to public health and damage to the environment. Users of HAZMATs will obtain instructions from their supporting environmental offices on the proper requisitioning, receipt handling, storage, use, and disposition of HAZMATs to meet the HQDA-established hazardous waste reduction goals.	AR 710-2 (1-28); AR 200-1 (5-1a, 5-3b, 6-6b; TM 38-410	As needed
<b>B. Property authorization documents</b>			
1. Commanders ensure they have all pertinent property authorization documents as prescribed in AR 71-32 (MTOE, TDA, JTA, CTAs, and so on).	Review DA Form 12-series and DA Pam 25-30 to verify the latest publications are on hand.	AR 710-2 (2-4), AR 71-32.	Annually
2. Ensure property book allowances are reconciled with authorization documents.	After receipt of the PBOs statement that the property book was reconciled with applicable authorization documents, the commander or designated representative acknowledges in writing that the reconciliation was completed.	AR 710-2 (2-4b)	Annually
3. Ensure that equipment authorization documents are loaded with the Requisition Validation (REQVAL) System.	As stated	AR 710-2 (2-4a)	As needed
<b>C. Requesting and receiving supplies</b>			
1. Authorized property is on hand or on request.	Ensure that all property and components listed in the authorization column of the MTOE, TDA, or JTA and basic loads are on hand or on request.	AR 710-2 (2-6a), AR 71-32.	Routine
	a Equipment to be replaced through force modernization action is an authorized substitute and is retained until receipt of new equipment being replaced and is no longer needed. All (CONUS/OCONUS) units will not request equipment from approved TAADS changes no sooner than 365 days before the effective date of the authorization document.		
	b Another exception is for equipment that is being replaced and is no longer needed. All (CONUS/OCONUS) units will not request equipment from approved TAADS changes no sooner than 365 days before the effective date of the authorization document.		
	c Where available use the Army Authorization Document Systems before submitting MTOE/TDA requisitions.	710-2 (2-6a)	As needed

<b>User Level-Continued</b>			
<b>Regulatory Requirement</b>	<b>Administrative Procedures</b>	<b>Reference</b>	<b>Frequency</b>
2. Review all requests with UND "A " or "B. "	Commanders or designated representative will review all requests with UND "A" or "B"	AR 710-2 (2-6d), AR 725-50 (2-10c)	As needed
	for priority abuse. Initial document register prior to sending request to SSA.		
3. Enforce the use of End Item Codes (EIC) on applicable repair part requests.	Ensure the EIC is placed on all requests for repair parts for end items with an EIC. The EIC for end items is in the AMDF. Enter the EIC in block 18 of the DA Form 2765-1	AR 710-2 (2-6g)	As needed
	(Request for Issue or Turn-In) or in the EIC data field for Unit Level Logistics System (ULLS) users.		
4. Requesting recoverable.	Requests for recoverable are preceded by a turn-in of an unserviceable like item or are accompanied by a statement signed by the commander or responsible officer explaining the reason a turn-in was not made.	AR 710-2 (2-6e)	As needed
5. Training ammunition requests.	Submit training ammunition requests enough in advance to permit timely delivery per required delivery date.	AR 710-2 (2-6f)	As needed
6. Establish and maintain document registers.	A document register for supply actions is kept by each organizational element authorized to request supplies. Establish and maintain DA Form 2064 (Document Register for Supply Actions) or automated equivalent as directed by the PBO. Maintain a due-in status file to support those actions not completed.	AR 710-2 (2-6h)	As needed
7. Verify the need for a local purchase.	Local purchase requests are processed through the PBO to the SSA. Commanders are responsible for verifying the need for local purchase and for signing the request. Commanders may delegate this responsibility in writing, to specific persons.	AR 710-2 (2-6i)	As needed
8. Command requirements when a unit member is appointed as an ordering/contracting officer.	Appointment is made by the supporting contracting officer. The commander ensures the PBO or his alternate is not appointed. Local purchases by the ordering/contracting officer require a written request from the PBO. All purchase receipts are given to the PBO.	AR 710-2 (2-30b, c)	As needed
9. Requests for DRMO property are submitted to the SSA.	Process requests through the PBO to the SSA. Requests for supplies to be used for other than their intended purpose requires installation commander's approval. Nonexpendable property drawn from the DRMO requires property book accountability.	AR 710-2 (2-6i)	As needed
10. Receipt for supplies.	Responsible officer or designated representative will receipt for supplies for their unit. To establish designated representatives, prepare signature cards (DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies), and send cards to support activities along with the assumption of command orders or a memorandum that designated a person as the responsible officer. Supplies received from other than the SSA are reported through the PBO to the SSA.	AR 710-2 (2-8a)	As needed

<b>User Level-Continued</b>			
Regulatory Requirement	Administrative Procedures	Reference	Frequency
11. Report discrepancies when supplies are received.	a Notify the SSA of discrepancies.	AR 710-2 (2-8b,c); AR 735-5 (6-5)	a Within 3 days of receipt (30 days for USAR).
	b Discrepancies related to the receipt of classified COMSEC equipment or CCI require investigation and submission of Incident reports per TB 380-41 and or DA Pam 25-380-2, respectively.		b Immediately
12. Reconciliation and validation of supply requests.	Commanders or supervisors will validate all their open supply requests. Reconcile due-in files with the SSA according to schedule published by the SSA. Annotate listings and cards and return documents to SSA.	AR 710-2 (2-7d)	a Monthly reconciliations to confirm status of open supply requests (quarterly for USAR and ARNG. Follow-up action is on an as-required basis.
			b Quarterly validations to verify continued need exists for open supply requests.
13. Submit document modifiers.	Commanders will ensure document modifiers are prepared and sent to the SSA for open requests when the FAD of the unit or the UND have since changed.	AR 710-2 (2-7a)	As needed
14. Submit cancellation requests.	Commanders will ensure that when requested items are no longer needed, a request for cancellation is sent to the SSA. Request for cancellation is submitted on DA Form 2765-1.	AR 710-2 (2-7c)	Immediately when an item is no longer needed.
15. Requisition non- or less-HAZMATs.	Select the least HAZMAT available to meet mission requirements.	AR 710-2 (1-28); AR 200-1 (5-1a and 5-3a)	As needed
16. Identify HAZMATs to ensure appropriate handling.	Ensure all personnel are properly trained in HAZMAT	AR 710-2 (1-31a); TM 38-410	As needed
<b>D. Disposition of property</b>			
1. Ensure transferred property meets accountability and maintenance requirements.	Transfer of property between Army and non-Army organizations requires HQDA (DALO-SMP) approval. Transfers between Army organizations are approved by the commander over both organizations. Property transferred will meet 10/20 PMCS standards of applicable technical manual. Component shortages are documented on a hand receipt annex. Transfers are coordinated through the PBO.	AR 710-2 (2-13a)	As needed
2. Transfers involving COMSEC equipment.	Transfers of classified COMSEC equipment and components require approval by the COMSEC SSA. Transfer documents are prepared and processed by the COMSEC custodian.	AR 710-2 (2-13a)	As needed
3. Turn-in of excess property and associated components.	Turn-in actions are initiated within 10 calendar days after the effective date of the authorization document change. Property no longer required because of authorization change(s) may be turned in or transferred no sooner than 365 days before the EDATE as long as mission capability and readiness are not degraded. Ensure a technical inspection of property book items is completed by the supporting maintenance activity and then process turn-ins through the PBO to the SSA. No turn-in is made directly to the DRMO.	AR 710-2 (2-13b)	Upon receipt of new authorization documents, review for changes in authorized quantities.

<b>User Level-Continued</b>			
Regulatory Requirement	Administrative Procedures	Reference	Frequency
4. Turn-in unserviceable and unrepairable property book items.	Process item through the PBO to the SSA along with the DA Form 2407 (Maintenance Request) or 5504 (Maintenance Request) verifying condition of unserviceable item. Turn-ins to DRMO are made with approval by the SSA (with the exception of IMPE reported to the Defense automated Resource Information Center (DARIC)).	AR 710-2 (2-13b).	As needed
5. Turn-in of unserviceable COMSEC equipment.	Unserviceable classified COMSEC equipment and components are turned in to the COMSEC custodian. CCI and other unclassified items are turned in to the PBO. Disposal of both classified COMSEC items and CCI through other than wholesale COMSEC channels is not authorized.	AR 710-2 (2-13b)	As needed
6. Turn-in unserviceable reparable.	Unserviceable reparable are turned-in to the supporting SSA using a DA Form 2765-1.	AR 710-2 (2-13b)	As needed
7. Validate component shortages of property being turned in.	Before turn-in, determine and validate component shortages on a shortage list.	AR 710-2 (2-13b)	As needed
8. Turn-in found Government property.	Items discovered in a unit that are not on accountable records are turned in through the PBO to the SSA as "Found on Installation" property. ARNG units will assign a document number to the turn-in document and process item to the USPFO.	AR 710-2 (2-13d)	Immediately upon discovery of unaccounted property.
9. Turn-in residue and unexpended ammunition after completion of training.	Segregate the ammunition and residue for turn-in to the SSA. Ensure live rounds, unfired primers, other dangerous materiel is not mixed in with residue.	AR 710-2 (2-39d)	Within 5 work days after training.
10. Commanders will ensure live ordnance and residue is recovered from training sites.	Establish procedures for recovering unexpended ammunition or explosives and accountable residue. Certify on turn-in document (DA Form 5811-R), what actions were taken to account for ammunition shortages and missing residue.	AR 710-2 (2-38e)	As needed
11. Turn in found ammunition.	Support amnesty program for found ammunition. Turn in ammunition through parent organization to SSA as found on installation property. No turn-in document is required.	AR 710-2 (2-43)	Immediately upon discovery of unaccounted ammunition.
12. Turn in unneeded HAZMATs.	Turn-in excess hazardous materials to the supporting supply support activity to eliminate unnecessary exposure to health hazard items.	AR 710-2 (1-31d)	As needed
<b>E. Property Responsibility</b>			
1. Property book responsibilities at the using unit level.	Refer to table B-2.	N/A	N/A
2. Command and supervisory responsibility for the care, use, and safekeeping of Government property issued to or used by subordinates are inherent to command and supervisory positions.	Ensure SOPs are current and complete. Ensure inprocessing procedures for newly assigned personnel are thorough (take inventory of their OCIE and personal clothing, provide them with a means to secure belongings, etc. when appropriate). Conduct periodic inspections of facilities and equipment. Control access to secure areas (supply room, arms room, tool room, etc.). Establish unit/activity-level procedures to provide personnel accurate and timely information and requisite training on the identification, handling, storage, and use of HAZMATs.	AR 710-2 (1-14b, 1-31b) AR 735-5 (2-8a & b)	Routine

User Level-Continued			
Regulatory Requirement	Administrative Procedures	Reference	Frequency
3. Unit commander or primary hand receipt holder responsibilities.	The commander or primary hand receipt holder accepts direct responsibility for property signing a hand receipt from each property book from which property was issued.	AR 710-2 (2-5g, 2-10d)	Whenever property is issued to the organization or activity.
4. Assign property responsibility for unit and section property.	The unit commander or primary hand receipt holder further delegates responsibility for all unit and section property assigned by using permanent or temporary hand receipts. The original of any receipt is kept by the person issuing the supplies. The duplicate is kept by the Subhand receipt holder.	AR 710-2 (2-10f, i app F)	Subhand receipt property to subordinates as soon as possible.
5. USAR equipment at ECS.	Organizational equipment pooled at ECS should be hand receipted.	AR 710-2 (2-10e)	As needed
6. Temporary versus permanent hand receipt.	Use temporary hand receipts to issue property on loan for less than 30 calendar days. After 30 days, the property is either returned or a permanent hand receipt is prepared.	AR 710-2 (2-10g)	As needed
7. Use an inventory listing when assigning individual responsibility is not practical.	Property meant for general use (i.e., shift operations or multiuse rooms) is listed on a hand receipt and a copy is kept in the area where the property is located.	AR 710-2 (2-10g)	Semiannually (if restrictions are met) and authorized by the property book officer, and updated accordingly.
8. Control components of (SKO) and end items.	Document the issue of components of SKO and other end items using component hand receipts, hand receipt annexes, or aircraft inventory records. When preprinted component hand receipts are available, their use is mandatory.	AR 710-2 (2-10h, app F)	Inventory components when end item is inventoried.
9. Component hand receipt versus hand receipt annex.	a. Component hand receipts will list all components and will reflect actual quantity on hand. b. Hand receipt annexes reflect only the shortages. c. Use of the component hand receipt is mandatory when issuing items with components to the intended user. Use either the component hand receipt or hand receipt annex when issuing such items to supervisors above the user.	AR 710-2 (2-10h, app F)	As needed
10. Assign personal responsibility for property issued for personal use.	Property issued for personal use will be issued on a hand receipt, OCIE record or equipment receipt. Examples of property issued for personal use are barracks furniture, OCIE, and protective masks. Army property will not be used for any private purpose except as authorized by HQDA.	AR 710-2 (2-10g), AR 735-5 (2-1e, app F)	Routine
11. Keep hand receipts current.	Hand receipts are posted as changes occur or when change documents are used. When using change documents, update hand receipts every 6 months, counting from the oldest change document in effect.	AR 710-2 (2-10g, app F)	Routine
12. Designate responsibility for ammunition issued to the unit.	Ammunition drawn and used for basic or operational loads or for training requires strict hand receipt control down to the immediate supervisor.	AR 710-2 (2-39b, c)	As needed
13. Tool room or tool crib responsibilities.	The tool room or tool crib custodian is responsible for all tools contained within the tool room or tool crib. Ensure physical security standards meet AR 190-51 requirements.	AR 710-2 (2-10i, j) AR 190-51 (3-22)	Routine

<b>User Level-Continued</b>			
Regulatory Requirement	Administrative Procedures	Reference	Frequency
14. Establish control of commercial (proprietary) software, issued to unit or organization.	a. Commercial (proprietary) software and data media do not require property book accounting. When issuing commercial software (regardless of dollar value) use locally produced log. Manage blank media data software valued at \$300 or less as expendable items. Blank data media valued at over \$300 will be issued using PHRH local procedures but the following applies.	AR 710-2 (2-31i)	Routine
	b. Packages purchased and loaded on a single or site stand alone PC license located in the work place is evidence that custody lies with the user. c. Site and local area network software loaded onto a LAN server is evidence that the software package(s) were issued to the PHRH, not the individual user. d. Manufacturer or locally assigned serial numbers of software and the serial number of PC to which it was installed will be recorded. The record (log) is updated when software is added or deleted. The log will be maintained by the PHRH for the life cycle of equipment with that organization. Do not place software packages on component hand receipt. The PHRH may direct central storage of original software packages as an exception to the above.		
15. Provide reports on HAZMATs.	Provide necessary information to respond to HQDA, Federal, State, DOD, and local HAZMATs reporting requirements. Data compilation and reporting will be accomplished per instructions disseminated by the supporting environmental office.	AR 710-2 (1-28b and 1-31e); AR 200-1 (chapters 5, 6)	As needed
16. Appoint new HRH.	Upon notification that a HRH will be absent for an extended period, the commander or activity chief will appoint an interim HRH and an inventory team.	AR 710-2 (2-10g(7))	ASAP; not to exceed 30 days.
17. Unit commander or activity head conduct management review of durable property.	Document the conduct of the management review, stating what the results were, and what corrective actions, if any, were taken. Documentation will be prepared as a memorandum for record (MFR) in duplicate. One copy will be retained at the unit or activity, and one copy provided to the next level of command. The MFR will be retained for 2 years.	AR 735-, 7-7b(3)	Annually
<b>F. Organizational clothing an individual equipment (OCIE) and personal clothing</b>			
1. Maintain OCIE records.	Duplicate copies of OCIE records provided by OCIE issue point for unit personnel will be on file.	AR 710-2 (2-14j)	Routine
2. Clear OCIE issue point.	Commanders will ensure that all soldiers clear the OCIE issue point before departing the installation on ETS or permanent change of station (PCS) moves.	AR 710-2 (2-14n)	Within 5 work days before soldier's departure.
3. Ensure soldier's authorized OCIE is on hand and serviceable.	When soldiers are assigned, commanders will ensure that the OCIE on hand agrees with the soldier's OCIE records. Conduct periodic inspections of assigned soldiers. Initiate corrective actions as required.	AR 710-2 (2-14n, o).	As needed

<b>User Level-Continued</b>			
Regulatory Requirement	Administrative Procedures	Reference	Frequency
4. Authorize cash purchases of OCIE from the CIF.	The commander must provide a signed statement authorizing a soldier to make a cash purchase of OCIE in order to replace missing items. When the soldier is clearing the installation, a copy of the clearing orders will suffice for authorization to replace missing items via cash purchase.	AR 710-2 (2-16b); AR 735-5 (12-2b)	As needed
5. Unit commanders are authorized to approve damage statements for OCIE damaged during field training exercises when no negligence or misconduct was involved.	The unit commander signs the damage statement verifying no negligence or misconduct was involved. With the statement, OCIE record, and damaged OCIE, the soldier completes an exchange for serviceable OCIE.	AR 735-5 (14-25b)	As needed
6. Permanent marking of OCIE is authorized.	If identification of OCIE is required see DA Pam 710-2-1.	AR 710-2 (2-14j)	Routine
7. Maintain soldier's clothing records.	Once a soldier has 6 months time in service, conduct an inspection to determine if all clothing items were issued. a. For Active Army, keep a copy of the DA Form 3078 (Personal Clothing Request) on file for those first 6 months. Once the soldier has all authorized personal clothing items, destroy the DA Form 3078. The soldier then becomes financially liable for all applicable initial issue items that become lost, damaged, or destroyed. b. For ARNG and USAR, use DA Form 4886 (Issue In-Kind Personal Clothing Record) to account for personal clothing issued to individuals. Keep the DA Form 4886 on file until the soldier PCS's or leaves the service.	AR 700-84 (5-2b, 14-5, 15-1f)	As needed
8. Inspect issued personal clothing.	Conduct an inspection to ensure that authorized items are on-hand and serviceable.	AR 700-84 (1-4, 14-5, 15-4)	Annually
<b>G. Management of loads:</b>			
1. Basic versus operational loads.	a. Basic loads are authorized by MACOM HQ. They are designed to support combat operations for prescribed number of days. b. Operational loads are approved by unit commanders, but loads of class 3 (bulk) require MACOM approval Operational loads are designed to support peacetime operations up to 15 days.	AR 710-2 (2-19, 20)	Conduct serviceable inspections during inventories-- a. Classes 1, 2 (including maps), 3 (P), 4, 8: Semiannually b. Classes 3 (B), 5: Monthly.
2. Manage stockage of basic and operational loads.	Maintain a unit file of basic and operational loads lists. Maintain stockage of loads based on approved load lists.	AR 710-2 (2-20c)	Routine
3. Maintain basic loads.	Units designated by their MACOM will maintain basic loads of class 1, 2 (including maps), 3, 4 (type classified only), 5 (including maps), and 8 (except medical repair parts) supplies. Stockage levels are prescribed by the MACOM. Authorized quantities are on hand or on request. ARNG units are not authorized to maintain basic loads.	AR 710-2 (2-6b, 2-20a, 2-22a)	As needed
4. Establish responsibility for basic and operational loads.	The commander accepts responsibility for class 1 and 5 basic loads from the PBO. Use hand receipt procedures to establish responsibility for all basic loads in the unit.	AR 710-2 (2-20d, app F)	As needed

<b>User Level-Continued</b>			
Regulatory Requirement	Administrative Procedures	Reference	Frequency
5. Maintain operational loads.	Maintain a 15-day (7 days if item is available in SSSC) stockage of expendable and durable class 2 (including maps), 3 (packaged), 4, and 8 (except medical repair parts) supplies based on allowances in CTA 50-970 and CTA 8-100.	AR 710-2 (2-20b)	Routine
6. Maintain operational load of class 1 supplies per AR 30-1 and AR 30-18.	Maintain a file copy of checks per AR 30-1.	AR 30-1; AR 30-18	As needed
7. Maintain operational load of class 3 (bulk).	Operational loads of class 3 (bulk) supplies are maintained by units as directed by their MACOM. Reconcile consumption and on-hand data and file within unit files. Maintain usage within allocation.	AR 710-2 (2-20b, 2-35)	Submit MBPAS report monthly to higher level for approval.
8. Maintain minimum stockage of class 5 operational loads and establish hand receipt control of quantities on hand.	Refer to CTA 50-909 to determine the types and quantities of operational loads authorized for stockage. Use hand receipt procedures to designate responsibility.	AR 710-2 (2-4c, app F)	As needed
9. Assign responsibility for durable items within loads.	CTAs 50-970 and 8-100 prescribe allowances for durables. Commanders will ensure that responsibility for all durables is assigned using hand receipt procedures.	AR 710-2 (2-20b, d, app F).	Routine
10. Maintain demand data.	Ensure demand data is maintained on basic loads of class 2 (including maps), 3 (packaged), 4, and 8 and on operational loads of class 1, 2 (including maps), 3 (packaged), 4, and 8.	AR 710-2 (2-20d)	Routine
<b>H. PLL</b>			
1. Maintain demand data.	Records of demand will be kept for all repair parts carried on the PLL.	AR 710-2 (2-21c)	Routine
2. Review records of demand.	The review of demands includes verifying authorized stockage levels are on hand or on request and that supplies appear to be in a serviceable condition. Also, determine if quantity on hand is adequate. Annotate record of demands at conclusion of review.	AR 710-2 (2-21c,e)	Quarterly (semiannually for USAR and ARNG).
3. Increases and decreases to demand and nondemand supported repair parts.	Increases are authorized whenever justified by the demand data. Decreases are related to completion of review periods--	AR 710-2 (2-21a)	At the conclusion of quarterly reviews (semiannually for USAR, ARNG).
	a. Initial stockage quantities of demand supported items will not be reduced for the first 2 reviews.		
	b. Initial stockage quantities of nondemand supported items will not be reduced for the first 4 reviews. Changes to stockage quantities of repair parts supporting nuclear weapons and related materiel are directed by the MACOM.		
4. Approval of nondemand supported repair parts on PLL.	Nondemand supported repair parts, other than IMPL, or SLAC deck parts, must be approved by the first general officer staff level in the chain of command. Repair parts must have an EC of "C" on the AMDF and a maintenance use code of "O" in the applicable TM.	AR 710-2 (2-21a)	Delete items from PLL if not demand supported during the first 4 review periods.
5. Mandatory stockage.	All repair parts prescribed by SLAC deck (initial provisioning of parts for newly fielded items) or IMPL are mandatory stockage and will be carried on the applicable PLL. An IMPL is in support of missile systems only.	AR 710-2 (2-21a,b).	After 2 years, SLAC deck items must change to demand supported or command directed stockage or be deleted. IMPL stocks will not be reduced by HQDA.



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Regulatory Requirement	Administrative Procedures	Reference	Frequency
6. Units authorized a PLL are not authorized to maintain shop and bench stocks. Exception: AVUM units are authorized bench stock.	If an organization is authorized to perform higher levels of maintenance (DS/GS) on their organic equipment, then the associated repair parts are included on the PLL.	AR 710-2 (2-21k)	As needed
7. PLL stockage limited to 300 lines. Note: Repair parts stocked for performing authorized higher level maintenance (DS/GS) are not included in the 300 line limit.	PLLs stockage is limited to 300 lines. Exceptions are allowed for USAISC, INSCOM, non-deployable and USARSPACE TDA activities; repair parts to support medical equipment and (AVUM); support units authorized to keep repair parts of the ASL. MTOE units with mandatory stockage as a part of their PLL must obtain exception approval from the first general officer staff level in the chain of command. MTOE units without mandatory stockage within their PLL must obtain approval from the MACOM to exceed 300 lines.	AR 710-2 (2-21d)	As needed
8. Only repair parts designated as essential by the AMDF (an EC of "C") and as removal and replacement authorized at the organization level by applicable TMs (a maintenance use code of "O") are carried on PLLs.	Parts carried on a PLL must be maintenance related class 2 (including maps), 4, and class 8 and 9 organizational repair parts that are essentially coded "C" and have a maintenance use code of "O." If stocking such items as demand supported, they must have 3 demands within 180 days (360 days for ARNG, USAR) to qualify for PLL stockage and 1 demand to retain as PLL stockage.	AR 710-2 (2-21a)	Routine
9. Requests for reparable will be accompanied by:	When requesting a reparable item (recoverability code of A, D, F, H, or L), a like unserviceable item must be turned in; or the request must be accompanied by a statement signed by the commander stating the reason a like unserviceable item is not available for turn-in.	AR 710-2 (2-6e)	As needed
a. An unserviceable like item.			
b. A commander's statement.			
10. QSS items are not stocked as part of the PLL.	Minimum quantities of QSS items are stocked separately along with the PLL. When supported by a QSS, limit quantities to 7 days of supply. Fifteen days of supply are authorized when not supported by a QSS.	AR 710-2 (2-21i)	Routine
<b>I. Inventories</b>			
1. Change of primary hand receipt holder (PHRH) inventory.	When PHRH is replaced, all unit property will be jointly inventoried before the new PHRH accepts responsibility. The new PHRH takes responsibility by signing a hand receipt from the property book from which the property was issued.	AR 710-2 (2-12 and table 2-1, para a)	As needed
2. Periodic PHRH's inventory.	The PBO will make sure all unit property is inventoried Annually Cyclic inventories may be used in lieu of annual inventories. The PHRH will prepare a signed and dated statement of inventory results. Output from automated systems will satisfy this requirement. Manual systems use procedures in DA Pam 710-2-1.	AR 710-2 (2-12d table 2-1, para b)	Annually or cyclic as directed by the PBO.
3. Conduct inventory before receipt, turn-in, or issue of property.	Before the property is receipted or issued, the HRH will conduct a complete inventory to include verification of serial numbers, if applicable. Before turn-ins, an inventory is conducted and component shortages are	AR 710-2 (table 2-1, para f)	As needed

	documented.		
<b>User Level-Continued</b>			
Regulatory Requirement	Administrative Procedures	Reference	Frequency
4. Change of custody of arms storage facility.	When responsibility for the custody of the arms storage facility keys is transferred between authorized persons, they will conduct a physical count of the weapons and ammunition. Results of the inventory will be recorded on a hand receipt.	AR 710-2 (table 2-1, para g)	As needed
5. Command directed.	Commanders ensure inventories are conducted following evidence of insecurity, alleged misappropriations of Government property, or field exercises.	AR 710-2 (table 2-1, para h)	Conduct inventory upon notification of wrong doing. Conduct post-field exercise inventory within 15 calendar days after the exercise (30 days for USAR and ARNG).
6. Controlled item inventory other than weapons and ammunition.	Items identified on the AMDF by CIIC of "1-6," " 8," " 9," " P," " O," " R," " \$," or "Y" (night vision devices and navigation systems (GPS)) kept by the using unit will be inventoried by serial number when applicable. Sensitive item inventory results will be recorded on a memorandum signed by the PHRH.	AR 710-2 (2-12d and table 2-1, para i)	Quarterly
7. Weapons and ammunition inventory.	The unit commander or designated representative (NCO, Warrant Officer, Commissioned Officer, or DOD Civilian) will inventory weapons by serial number and ammunition by lot and serial number. Unit armorers will not conduct this inventory nor will the same person do this inventory consecutively.	AR 710-2 (2-12 and table 2-1, para j)	Monthly (ARNG and USAR conducts physical counts of weapons monthly and inventory weapons by serial number quarterly)
8. Ammunition and explosive items rigged or preconfigured for rapid deployment.	Physical inventory is accomplished first by verifying the original bandings and/or seals were not broken (sealed boxes need not be opened if no tampering is evident) and then by counting total packages of items.	AR 710-2 (2-41c and table 2-1, j)	Monthly
9. Inventory of basic and operational loads of class 1, 2 (including maps), 3 (packaged), 4 and 8 supplies.	The unit commander ensures loads are inventoried to verify authorized stockage levels are maintained (items are on hand or on order) and on-hand assets appear to be serviceable.	AR 710-2 (table 2-1, para k)	Semiannually
10. Inventory of bulk petroleum.	a. Bulk fuel point operators must conduct an inventory of fuel in bulk storage tanks. Compare inventory results to receipt and issues to determine if pilferage or leakage has occurred. Post inventory results to DA Form 5831-R. Maintain documents in unit files for 1 year.	AR 710-2 (2-34a-h and table 2-1, para k).	a. Each day of activity or end of week when no activity occurred for the week.
	b. Ensure monthly inventory is conducted to verify that on hand quantity supports all issues and receipts for the month. Post inventory results to DA Form 5831-R and use as a supporting document to DA Form 4702-R. Maintain copies in permanent unit files and submit a copy to next higher commander for approval. Adjust book balance to reflect the measured inventory on-hand.		b. Monthly at close of business on last duty day per AR 11-27. Forward MBPAS within 3 work days after end of month.
11. PLL inventory.	Review demand data to determine adequacy of stockage. Verify authorized stockage is on hand or on request. Inspect on hand supplies for proper storage and that they appear to be in serviceable condition.	AR 710-2 (table 2-1, para i)	Quarterly (semiannually for USAR and ARNG).

<b>User Level-Continued</b>			
Regulatory Requirement	Administrative Procedures	Reference	Frequency
12. Inventories of OCIE must be conducted following the listed events to ensure authorized quantities are on hand and serviceable.	a. Soldiers departing from or newly assigned to the unit.	AR 710-2 (table 2-1m)	a. Within 5 work days after arrival or before departure.
	b. Soldiers placed on AWOL status, hospitalized, or emergency leave. c. Soldiers returned from a field exercise.		b. Immediately upon notification of status. c. As soon as practical.
<b>J. Adjustments for lost, damaged, or destroyed property</b>			
1. Authorized to make adjustments for losses of durable hand tools up to \$100 per incident when losses are not the result of negligence or misconduct.	Prepare a Memorandum for Record, signed by unit commander. Adjust hand receipts and maintain on file.	AR 735-5 (14-25a)	As needed
2. Review of Memorandums for Record (Adjustment for losses of hand tool(s) by Report of Survey approving authority).	Summarize Memorandum for Record, attach memorandums to summary, and send to the Report of Survey approving authority.	AR 735-5 (14-25c)	Quarterly
3. Initiate adjustment actions for items unserviceable due to other than fair wear and tear.	This may involve statement of charges/cash collection voucher or a report of survey. Follow procedures in AR 735-5 to determine the appropriate method. Prepare DD Form 362 (Statement of Charges/Cash Collection Voucher) and deliver to FAO/USPFO.	AR 710-2 (2-12e and 2-13b)	As needed
4. Initiate DD Form 362 (Statement of Charges/Cash Collection Voucher) when cash sale of hand tools or OCIE cannot be accomplished due to SSSC or CIF being at zero balance for needed item(s).		AR 735-5 (12-2b (3))	As needed
5. Initiate statement of charges/cash collection voucher to account for lost, damaged, or destroyed property for which liability is admitted.	Prepare statement of charges/cash collection vouchers when liability is admitted and a Report of Survey is not required.	AR 735-5 (12-2c)	Active Army--within 5 work days. ARNG--within 45 work days. USAR--within 60 days.
6. Commander authorized to prorate statement of charges liability if charges exceed two-thirds of person's monthly base pay.	Attach a memo to the DD Form 362 specifying the length of time for payment.	AR 735-5 (12-2d)	
7. Initiate Report of Survey within established time limits.	Initiate a report of survey after discovery of the type of discrepancies in AR 735-5, paragraph 13-2. Complete blocks 1 through 12 of DA Form 4697 (Report of Survey) to document proof the item(s) existed, who was assigned responsibility, and date and circumstances. Process the DA Form 4697 (Department of Army Report of Survey) through the approving authority to the PBO.	AR 735-5 (13-7)	Active Army--within 15 calendar days. ARNG--within 45 calendar days. USAR--within 75 calendar days.
8. Commander investigates circumstances concerning damaged property through other than fair wear and tear.	Attach a statement to the maintenance request or turn-in document stating the cause of damage.	AR 735-5 (14-26i)	As needed
9. Report the appearance of unlawful conduct associated with the loss of personal arms and equipment.	Contact law enforcement authorities to conduct investigation.	AR 735-5 (14-26i)	As needed
10. Unit commanders are authorized to approve damage statements for OCIE damaged during field training exercises when no negligence or misconduct was involved.	The unit commander signs the damage statement verifying no negligence or misconduct was involved. With the statement and OCIE the soldier completes an exchange for serviceable replacements.	AR 735-5 (14-26b)	As needed
<b>K. Storage</b>			
1. Materiel will be kept ready for use.	Conduct inspections.	AR 710-2 (2-11)	Routine
2. Commanders are directly responsible for safeguarding all supplies.	Initiate internal control checklists per AR 11-2.	AR 710-2 (2-8a)	Routine

<b>User Level-Continued</b>			
Regulatory Requirement	Administrative Procedures	Reference	Frequency
<b>L. Petroleum management</b>			
1. Refuel convoys at en route military installations.	Coordinate projected refuel requirements with military installations prior to departure.	AR 710-2 (2-32b)	As needed
	When installations are not available, seek local purchase authorization. Each convoy carries the estimated resupply requirements for packaged POL.		
2. U.S. Government national credit cards are authorized for use only when motor pool, DOD facilities, or into-plane contracts are not available.	Off-post purchases are limited to in the tank requirements and crankcase refueling only.	AR 710-2 (2-32e)	As needed
3. AVFUEL identaplates are authorized only for purchasing products dispensed directly into using aircraft.	Use AVFUEL identaplates to refuel Army aircraft at Army airfields other than home stations, at Navy and Air Force installations, or from commercial vendors under Government contract. AVFUEL identaplates are not used for purchasing products in advance. All purchase receipts are turned in to the responsible supply officer.	AR 710-2 (2-32f)	As needed
4. Establish petroleum audit trail when responsible for maintaining bulk quantities of fuel.	Unit commander designates a responsible individual to maintain control of bulk fuels and to provide an audit trail of all transactions (receipts and issues). The DA Form 4702-R is used to maintain a record of receipts, issues, and inventory of petroleum products.	AR 710-2 (2-34b)	Post daily transactions on DA Form 3643. Consolidate daily postings to DA Form 3644.
5. Document losses of more than 25 gallons of fuel due to spillage or contamination.	The unit's designated responsible individual will document such losses and attach it to the MBPAS as a supporting document.	AR 710-2 (2-34f)	As needed
6. If maintenance of auditable records during field exercises is not feasible, then the unit commander must prepare a statement summarizing daily issues.	Included in the statement is verification that the fuel was used in authorized Army equipment. File the statement as a supporting document to the DA Form 3744-R (Affidavit Supporting Request for Authorization to Search and Seize) prescribed by AR 27-10, and use it as a supplement to audit records.	AR 710-2 (2-34e)	Complete the statement within 3 work days after completion of the exercise.
7. Recover contaminated and used POL products.	Recover, recycle, and dispose of POL products per AR 710-2, appendix D.	AR 710-2 (2-34k)	As needed